



NOTICE OF JOB OPENING

The mission of the Harris County Auditor's Office is to be an independent and progressive organization recognized for professionalism in carrying out the County Auditor's statutory duties and responsibilities.

JOB TITLE: Accounting Clerk (PEID Support)

POSITION#: 6106003031

DEPARTMENT: Accounting – Revenue Accounting

JOB DESCRIPTION: The Revenue Accounting -Accounting Clerk serves as the primary back-up for the PEID Analyst in setting up and updating vendor information in the financial system. This position receives requests for vendor set-up and/or updates from various county departments and is responsible for ensuring data entry accuracy. The Accounting Clerk also serves as the administrative support for the Revenue Accounting Department. The incumbent performs duties such as filing, scanning, ordering office supplies, coordinating department's onsite/offsite storage process, reviewing Treasurer's Receipts for coding accuracy, reviewing Guardianship Letters for accuracy, and other duties as assigned.

WHAT WE OFFER:

- Competitive salary of up to \$19.00 per hour
- Excellent Benefits and Wellness programs
- Zero-Premium Employee Only Medical Plan
- Outstanding Retirement Program
- Continuing Professional Education available
- Collaborative Environment
- Corporate Memberships
- Subsidized Transit/Commute

WHAT WE ARE LOOKING FOR:

Qualified candidates must have a high school diploma or equivalent, and two or more years of professional work experience.

Ideal candidate must possess:

- Fluency in the English language with excellent verbal and written communication skills
- Excellent grammatical and data entry skills with ability to type 50 words per minute
- Attention to detail as well as planning and organization skills
- Excellent interpersonal skills with ability to perform under pressure, and meet deadlines
- Problem-solving, critical thinking and analytical skills
- Ability to work independently as well as on a team
- Proficiency in the use of MS Office

Candidate must be legally eligible to work in the United States. We do not provide visa sponsorship.

Physical requirements for the position are the ability to sit for extended periods of time and the ability to push/pull, lift and carry up to 40 lbs.

APPLY:

Email resume with Position Title (shown above) in the subject line to:

APPS.HCAO@AUD.HCTX.NET

HARRIS COUNTY HAS AN EMPLOYMENT AT WILL POLICY

**APPLICANTS ARE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX,
NATIONAL ORIGIN, AGE OR DISABILITY**